GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Higher Education Department - National Service Scheme – Adoption of Chapter 3 of NSS Manual (Revised), 2006 – Orders – Issued.

Higher Education (NSS) Department

G.O.RT.No. 35 Dated: 17-03-2020

Read

From the Ministry of Youth Affairs & Sports GOI., New Delhi, NSS Manual (Revised) 2006,

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ORDER:

In the read above the Ministry of Youth Affairs & Sports, GOI, New Delhi had issued the following the Revised Manual for the successful functioning of NSS cell at University level will give impetus for proper implementation of NSS in the unit level. As per the Chapter 3 (Administrative Structure at University Level) of said Manual are as follows:

I. NSS University Cell

Every University should have an NSS cell to supervise and coordinate NSS programme in Colleges affiliated to it.

1.1. The Universities having strength of more than 10000 NSS volunteers should have full time programme coordinators. The Universities having strength of less than 10000 NSS volunteers may have part time programme coordinators.

1.2. NSS being an academic extension programme the university will provide necessary infrastructure and other facilities like telephone, office and office equipment and secretarial assistance for the smooth functioning of the cell.

1.3. The cell will function under the vice-chancellor, the programme coordinator NSS will be in charge of the cell and the main executive functionary.

2. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted programme coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The programme coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory committee and University Advisory committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

(PTO)

2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator will be made by the Selection Committee as per the following procedure:-

(a) The vacancy of the post will be advertised in local and National dailies.
(b) The suitable candidates will be interviews by the Committee. At least 5 persons should be short listed for interview.
(c) The candidate will be selected by the Committee constituted for this purpose.

2.2 **Composition of the Selection Committee**

(a) Vice Chancellor/Head of Institution — Chairperson

(b) Secretary of the Department dealing with NSS
His/her nominee — Member

(c) Head of NSS Regional Centre not below the rank of
Dy. Programme Adviser/Asstt. Programme Adviser — Member

(d) Registrar of the University — Member Secretary

2.3 **Qualifications of the Programme Coordinator**

(a) Reader/senior lecturer in the University or affiliated college.
(b) Principal of affiliated college, of the status of Reader, with NSS back ground.
(c) Must have been a Programme Officer (NSS) for at least three years.
(d) Must have undergone NSS orientation in a TOC/TORC.
(e) Not more than 50 years of age at the time of selection as Coordinator.

2.4 **Term/Tenure of the Programme Coordinator**

The Programme Coordinator will be appointed on deputation/short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

2.5 **Functions of the Programme Coordinators**

(a) To assist and guide the NSS unit for implementation of NSS programmes at College level.
(b) To help in organizing camps, training and orientation programmes for the NSS leaders.
(c) To visit the NSS units for monitoring and evaluation.
(d) To ensure implementation of NSS Regular activities and special camping programmes.
(e) To ensure timely release of grants to colleges.
(f) To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC/TORC.
(g) To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
(h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer on the prescribed proforma.
(i) To have liaison with Regional Centre and State Liaison Officer and TOC/TORC for the implementation of NSS programme.
(j) To bring out documents and reports on the achievements of NSS.

3. Pattern of expenditure at University Level

(a) The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with "finances and accounts" in this manual.

(b) The Programme Coordinator will get the budget approved by the University Advisory Committee on NSS.

(c) As the financial pattern of expenditure falls in the category of administrative and Policy directives, the Universities are requested to strictly adhere do it.

2**.** The State NSS Cell, Higher Education Department, AP Secretariat, Velagapudi have noticed that, the most of the Universities have not followed the chapter -3 (Administrate structure at University level) of NSS Manual (Revised) 2006 in the read above, for selection of Programme Coordinator, NSS in the University level.

3. After careful examination of the matter and Govt., is hereby adopt the chapter -3 of (Administrative structure at University level) NSS Manual (Revised) 2006 in the read above for the successful functioning of NSS cell at University level will give impetus for proper implementation of NSS in the unit level.

4. All the Vice – Chancellors and Registrars of concerned Universities shall take necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNER OF ANDHRA PRADESH)

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

TO
The Vice –Chancellors of all the NSS functioning Universities in the State of AP
The Registrar's of all the NSS functioning Universities in the State of A.P.
The Regional Director, Regional Directorate of NSS, G.O.I., Koti, Hyderabad.
The Programme Coordinators of NSS functioning Universities in the State of A.P.
Copy to: OSD to Minister of Education, Govt. of Andhra Pradesh
PS to Special Chief Secretary to the Govt., Higher Education Dept.,
Stock File

// FORWARDED:: BY ORDER//

STATE NSS OFFICER